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Refer to

1 January 1960

MEMORANDUM FOR: Assistant Director/Central Reference

SUBJECT: Survey of Distribution of NIE's

1. You will recall that, pursuant to USIB action (USIB-M-31), OCR undertook to assist O/NE in making a survey of the distribution of NIE's. There were two aspects to this survey: (a) questionnaires were to be included in selected NIE's for the purpose of obtaining certain detailed information regarding the readership of NIE's and the uses made of them and (b) representatives of OCR were to contact the distribution offices of the various recipient agencies to obtain certain information regarding the distribution of NIE's within these agencies.

2. The last set of questionnaires will be inserted in NIE 11-8-59, which will be published in the near future. When time has been allowed for the return of these questionnaires, the collection phase of this aspect of the inquiry will be completed and we will proceed to an analysis of the results.

3. The second aspect of the inquiry was undertaken by OCR on the basis of a questionnaire which was to be taken by an OCR representative to the recipient offices in the several agencies with the request that they be completed. The first agency surveyed was ACSI. The survey of ACSI was very efficiently carried out and the completed forms were returned to us. Upon reviewing the very detailed results of this survey of one agency, obtained by OCR at considerable effort, we concluded that we did not in fact need and could not use all of the detailed data that had been gathered. Much of it was not particularly relevant to our problem. The fault was with the questionnaire; it did not elicit the information we needed. Upon discussing the matter with your representatives, we also concluded that the method of approach was probably wrong as well. The CIA representative went, as instructed, not only to the Office in Charge of the dissemination of all NIE's received by ACSI, but followed the distribution to the individual offices to which the NIE's were distributed and had questionnaires completed in each of these. Although the cooperation received was complete and correct, it is our view, on the basis of our discussion with your representatives, that this procedure should not be repeated.

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4. We believe that the information we require can be obtained more quickly and with less possibility of offending other agencies by placing the responsibility for surveying NIE distribution upon the officer in charge of their distribution in each of the major recipient agencies. With reference to internal CIA distribution, we would be happy if you could undertake a similar responsibility within the agency.

5. If you agree with this general approach, it is suggested that you designate an OCR representative to work with [redacted] O/NE's Special Assistant for Planning, in developing the details of this new attack upon the problem. Our tentative judgment is that a memorandum should go from your office to the various chief disseminators to be followed by a visit by an OCR representative. Although the immediate problem is to satisfy the cited USIB requirement, it may be that we should think in terms of a periodic check of this kind if the results are satisfactory. Certainly the problem is a continuing one.

6. The following tabulation, based on data received from OCR, shows the distribution of NIE's in 1954 and in 1959, and the percentage increases during this period.

	No. rec'd. '54	No. rec'd. '59	% increase '54 - '59
CIA	41	111	171%
Records Center	36	94	161%
Army	27	65	141%
State	20	35	75%
Defense	22	35	59%
Air Force	26	40	54%
Navy	25	31	24%
NSA	18	19	5½%
Other	10	20	100%
TOTALS	225	450	100%

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You will note that the total increase was 100% in five years and that the largest increases occurred within CIA (171%) and in the allocation to the Records Center (161%). Tab A provides a breakdown of the internal CIA distribution and to the Records Center by years.

7. The present distribution within CIA seems to be generally reasonable and conservative. However, it may be that an inquiry on a selective basis might turn up a few situations where the number of copies is excessive or the recipients do not in fact "need to know."

8. Apparently more than half of the increase in five years is accounted for by a larger records center stock, vital records, various libraries, and the copies loaned to the USIB Secretariat. The remaining increases are widely distributed and include a number of single copies to very senior officials who should obviously have them. The largest increases within individual offices have occurred in the DD/I area. Although OSI has ascetically clung to its single copy, O/RR has gone from 4 to 12, O/CI from 5 to 9, and OCR from 1 to 7, not counting various library copies. Beginning in 1955, it appears that OO/C has been receiving a copy for each of its field stations.

9. The foregoing provides a summary statement of the current status of the distribution survey and of the trend in NIE dissemination. If you agree with the approach suggested, please let us know and we will proceed to confer with your representative regarding the next step as suggested above. If you require further clarification of the matter or have alternative proposals to make, we shall be glad to discuss them with you at your convenience.

CHESTER L. COOPER
Deputy Assistant Director
National Estimates

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INTERNAL CIA DISTRIBUTION OF NIE'S
(SECRET NIE'S ONLY)
Approved For Release 2005/04/13 : CIA-RDP79R00971A000400020009-2

TAB A

Yr.	DCI	DDCI	DEI	DDP	OLSD	DDS	DDC	IG	USIS S	SBS DNI	ADSI	ADNR	ADCI	ADNE	ADBI	ADOC	OC/C	C/ FRID	ADCR
'59	1	1	1	1	15	1	1	1	7*	1	1	12	9	11	1	1	18	1	1
'58	1	1	1	15**			1			1	1	12	7	11	1	1	17		1
'57	1	1	1	15**						1	1	7	6	11	1	1	16		1
'56	1	1	1	15**						1	1	7	5	11		1	16		1
'55	1	1	1	12**							1	4	5	11		1	16		1
'54	1	1	1	10***							1	4	5	11		1			1

Yr.	CIA Lab.	CIA Lab. Pub. Rev.	K. Hdg. Lab.	Tr. Rr. Lab.	C/ SR OCR	C/ LGD OCR	C/ GR OCR	DE/ OCR	OCR for DEI Reps	OCR Res. Ofs.	D/TR (Loan)	SA PG LCI	Vit. Res.	TOTAL Internal	Records Contr. & Stock	TOTAL
'59	5		1	4	1	1	1	3	8				1	110	94	204
'58	2		1	3	1	1						2	1	82	87	169
'57	7		1	1	1			Pub Rev 1	1	2	1	1	1	79	55	134
'56	2	1	1	1					1	2	1			70	59	129
'55	2	1	1	1						2	1			62	64	126
'54	2	1		1						1				41	36	77

* For use in briefing books: returned to OGR.
** For use in OGR: OGR only.

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